



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information:

**Job Title:** 16747 - EEO Program Specialist - GS-14

**Salary Range:** \$96,970 - \$148,967 (not applicable for detailees)

**Vacancy Open Period:** 03/28/2018 - 03/28/2019

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** EEOD/EEOD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information:

**\*\*\*Open Until Filled:** This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.\*\*\*

## This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply:

Current GS employees at the same grade or one grade lower than the advertised position grade may apply. Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.



- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade or one grade lower than the advertised position grade may apply.)

## **Salary Determination**

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## **Component Mission:**

The Office of Intelligence Community (IC) Equal Employment Opportunity and Diversity (EEOD) reports directly to the Director of National Intelligence and is responsible for the overall strategic management of the IC's efforts to build a diverse workforce. IC EEOD develops policies and programs, and provides guidance and consultation that impact the representation of women, minorities, and persons with disabilities. In addition to its community management responsibilities, the IC EEOD provides EEO and diversity services for the Office of the Director of National Intelligence organization.

## **Major Duties and Responsibilities (MDRs):**

- Applies federal civil rights and Equal Employment Opportunity (EEO) principles, laws, policies, regulations, and diversity concepts and relevant organizational or community policies.
- Provides EEOD awareness training, analyzes demographic trends, administers the complaints and reasonable accommodation processes, identifies potential conflicts, and supports resolution of issues at the lowest level as they apply to the human capital function.
- Serve as an EEO consultant to senior ODNI leadership and provide advice on the development, implementation, and management of a broad range of complex EEO programs and activities aimed at increasing EEO compliance in the ODNI and across the IC.
- Oversee, counsel and interview individuals who seek redress under the federal sector EEO laws and policies.
- Oversee and process EEO complaints with the goal of resolving EEO issues through continued outreach, unbiased expert counseling, and neutral fact-finding.
- Prepare and distribute reports in compliance with Federal regulations.
- Oversee, manage, and improve the EEO complaints process, alternative dispute resolution, reasonable accommodations, and related activities for the ODNI workforce.

## **Mandatory and Educational Requirements:**

- Expert knowledge and experience in all major EEO program functions, such as EEO Counseling, Alternative Dispute Resolution, formal complaint processing, and final agency actions, as well as expertise in the agency's obligations to provide reasonable accommodation, to ensure 508 compliance, and to conduct management-based inquiries.
- Expert knowledge of Federal EEO laws, regulations, policies, and practices as well as a superior understanding of EEO MD-110 and MD-715, and 29 CFR Part 1614, EEOC's Model Agency Program



elements, and 462 reporting requirements; superior ability to research and interpret legislation and guidance affecting EEO in the IC.

- Superior skill in negotiating and consulting; superior judgment in applying principles to identify and solve problems; superior ability to communicate opinions and dismissals regarding management-based inquiries and decisions.
- Excellent writing skills utilized in the preparation of reports and other correspondence.
- Expert organizational skills to plan and execute each phase of the EEO process through the pre-complaint to the formal complaint process.
- Ability to multi-task and adjust to changing priorities in a fast-paced, dynamic environment.
- Excellent customer relations skills.
- At least three to five years of increasingly responsible professional Equal Employment Opportunity experience performing work in the area of EEO with major duties including development and implementation of EEO goals and objectives, investigation or resolution of complaints.
- Education:
- Bachelor's Degree, or equivalent studies. Advanced degrees are highly desirable (J.D., Masters)

## Desired Requirements:

- Certifications/Licenses: Completion of 32 hours of EEO Counselor and/or Investigator training, as required by the EEOC.

## Key Requirements and How To Apply:

### Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to joswida@dni.ic.gov (*Daniel J.*); mitchsl@dni.ic.gov (*Stephanie M.*) or [davijao@dni.ic.gov](mailto:davijao@dni.ic.gov) (*Jacqueline D.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.



## Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to joswida@dni.ic.gov (*Daniel J.*); mitchsl@dni.ic.gov (*Stephanie M.*) or [davijao@dni.ic.gov](mailto:davijao@dni.ic.gov) (*Jacqueline D.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## All Applicants:

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 301-243-0731.

## What To Expect Next:

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.



## Agency Contact Information:

ODNI Recruitment; Phone: 301-243-0731; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## Other Information:

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations. **REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**